

## **FAMILY LAW FACILITATOR**

### **DEFINITION**

Under administrative direction, provides services mandated by Family Code §10000-10012 including the development, planning, implementation and administration of a Family Law Program that provides legal services to litigants unrepresented by counsel to facilitate and expedite Family Law proceedings related to child support, spousal support, and health insurance matters; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a one-position attorney classification responsible for the overall administration and operation of the Family Law Facilitator programs' services to litigants unrepresented by counsel on matters pending before Family Court.

### **ESSENTIAL FUNCTIONS**

1. Plans, implements and administers family law program activities; develops and implements operational policies and procedures.
2. Designs content and conducts clinics for litigants unrepresented by counsel in Family Court, including providing educational materials to parents concerning the process of authenticating parentage and establishing, modifying, and enforcing child and spousal support in the courts.
3. Distributes necessary court forms and voluntary declarations of paternity; provides assistance in completing forms; prepares support schedules based on statutory guidelines.
4. Selects, assigns, monitors and evaluates the work of subordinate staff; oversees the recruitment, training, scheduling and supervising of volunteers.
5. Identifies community resources related to family law program services and community-based organizations; may apply for grant funds; provides referrals to the district attorney, family court services, and other community agencies and resources that provide services for parents and children.
6. May meet with litigants to mediate issues, draft stipulations, review relevant materials pertaining to unresolved issues and advise Judge whether or not

matter is ready to proceed; may prepare formal orders; may serve as special master in cases in which there is no conflict of interest.

7. May assist the court with research; analyzes news and proposed legislation and its impact on the program; may develop outreach programs to assist unrepresented and financially disadvantaged litigants in gaining meaningful access to family court.
8. Prepares correspondence and reports.
9. Performs related duties as assigned.

### ***MINIMUM QUALIFICATIONS***

Active membership in good standing in the State Bar of California and five years of post-bar membership in the practice of law, to include a minimum of three years of experience in family law matters. Experience managing a family law-related program and staff is highly desirable. Special Requirement: Prior to appointment, candidates are subject to fingerprinting and a background investigation.

#### ***Knowledge of***

Family Law principles and court procedures; personnel management principles and techniques; program and policy development, implementation and administration; family law-related resources and community-based organizations and referral services.

#### ***Ability to***

Develop, plan, implement and administer Family Law Programs; work with people of diverse socioeconomic backgrounds; communicate effectively, both verbally and in writing; establish and maintain effective working relationships with the Judicial Officers and staff, the District Attorney's office, members of the Bar, and other governmental and community agencies and the program clientele; recruit, train and supervise staff and volunteers; analyze, interpret and explain legal principles and issues.

#### ***Special Requirements***

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

### ***PHYSICAL CHARACTERISTICS***

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference

and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00